

**UNITED STATES DISTRICT COURT
DISTRICT OF NEVADA**

**Career Opportunity #14-NV-07
Pro Se Staff Attorney**

Location: Reno, Nevada
Salary: \$47,923 to \$126,949 (JSP 9/01 to 14/10)
Opens: March 17, 2014
Closes: March 31, 2014

The United States District Court for the District of Nevada is seeking a qualified candidate for the position of ***Pro Se* Staff Attorney**. The Court has one full-time position available in Reno, Nevada.

The *Pro Se* Staff Attorney provides legal assistance to the Court in connection with prisoner petitions and complaints. General responsibilities include substantive screening of prisoner civil rights complaints and assistance with all aspects of habeas corpus cases. The position involves drafting appropriate recommendations and orders for the Court's approval.

The *Pro Se* Staff Attorney will keep abreast of changes in the law to aid the Court in adjusting to new legislation and case law in the civil rights and habeas corpus areas, and will review the docket of pending prisoner litigation to assure the proper progress of such cases. Compiling statistics and preparing periodic reports which reflect the status and flow of cases is also required.

The successful candidate must be a law school graduate, should be a self-starter, and should possess excellent interpersonal skills and the ability to work in a team environment. The annual salary range is **\$47,923 to \$126,949** (JSP 9/01 to 14/10), depending upon experience and bar membership. This position includes benefits consisting of annual and sick leave, health and life insurance, employee-paid long-term disability insurance, long-term care insurance, and supplemental dental and vision care, pre-tax flexible spending accounts, and retirement.

To apply, send a cover letter and resume postmarked no later than Monday, March 31, 2014 to:

**U.S. District Court
333 Las Vegas Blvd. South, Room 1334
Las Vegas, NV 89101
Attention: Human Resources**

The U.S. District Court for the District of Nevada is an Equal Opportunity Employer. Employees of the Court are excepted service appointments and considered at-will with no coverage by federal civil service classifications or regulations and can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. Applicants must be U.S. citizens or eligible to work in the United States. New employees are subject to a background check including fingerprinting and employment will

be considered provisional until the background check is complete. This position requires mandatory electronic fund transfer for payment of net pay. Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without other notice.